

Pekin Community High School



**Fall 2020
Return to School Plan
Red/White Days**

Introduction

Contained in this document is Pekin Community High School's Return to School Plan for the Fall of 2020. Please know that guidance continues to change and fluctuate weekly if not daily, so our ability to be flexible and change parts of this plan will be critical to our success. In addition, each school is in a position to make decisions locally that they feel are what's in the best interest of their staff and students, which is a positive; however, this also puts area schools at odds with each other. PCHS has worked hard to develop a plan that meets required guidelines while being sensitive to parent, staff and student concerns and taking into consideration the fact that PCHS is a school community of close to 2000 staff members and students.

We appreciate your support as we navigate this unknown territory knowing that we want our students in the building, face-to-face with our staff as much as safely possible. We are hopeful that this school year can be navigated successfully as we know that our Board, administration and staff are committed to this PCHS family and have its best interests at heart.

School Day Structure

- PCHS will start the 2020-2021 school year with a blended-remote learning plan. Students will be physically present in the building every other day and engaging remotely on the days they are not present.
 - Students will be assigned to "Red Days" or "White Days". Specific family requests will be accommodated on an individual basis. PCHS is working with feeder schools to try to ensure that families are not unduly burdened by this schedule. A survey will be sent to parents regarding this need.
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- **Red Days** = Monday, Wednesday, and specific Fridays
 - School begins on Monday, August 17, 2020; Will be in attendance Friday, August 21, September 4, September 11, September 25, October 9, October 16, November 13, December 4, 2020.
 - Second semester begins on Monday, January 11, 2021. Will be in attendance Friday, January 15, January 22, February 5, February 19, March 5, March 19, April 16, April 23, May 7, 2021.
 - **White Days** = Tuesday, Thursday, and specific Fridays
 - School begins on Tuesday, August 18, 2020; Will be in attendance, Friday, August 28, September 18, October 2, October 30, November 6, November 20, December 11, 2020.
 - Second semester begins on Tuesday, January 12, 2021. Will be in session Friday, January 29, February 12, February 26, March 12, March 26, April 30, May 14, 2021.
 - Class periods will be 45-minutes in length and each period will meet each day for those attending in-person.
 - Late start (SIP) days will be moved to Fridays with a 10:00am start time. There will be one per month.
 - September 4 (Red)
 - October 2 (White)
 - November 6 (White)
 - December 4 (Red)
 - January 29 (White)
 - February 19 (Red)
 - March 26 (White)
 - April 23 (Red)
 - October 14 will be remote learning for all 9th-11th grade students. 12th grade students will be taking the state-mandated SAT in-person at PCHS. More details will be forthcoming.

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- Dragon Day will take place on Friday, August 14, 2020 with details to follow.
 - Breakfast and lunch will be served each day. Lunch will have multiple eating locations to allow for social distancing. Those needing meals on their remote learning day can pick up a sack meal at the end of their in-person day for consumption the following day.
 - As the schedule may need to be modified, second semester dates will be released closer to the end of the semester.
 - The schedule for students attending in person is as follows:

EB	6:58 - 7:43
1	7:50 - 8:35
2	8:42 - 9:27
3	9:34 - 10:19
4	10:26 - 11:11
5	11:11 - 1:05
5A	11:11 - 11:45 (Lunch) 11:45 - 12:11 (Advisory) 12:11-12:59 (Class)
5B	11:17 - 11:37 (Advisory) 11:37 - 12:11 (Lunch) 12:11 - 12:59 (Class)
5C	11:17 - 12:05 (Class) 12:05 - 12:39 (Lunch) 12:39 - 12:59 (Advisory)
5D	11:17 - 12:05 (Class) 12:05 - 12:31 (Advisory) 12:31 - 1:05 (Lunch)
6	1:05 - 1:50
7	1:57 - 2:42

Student Attendance

- Normal attendance procedures will be followed for students attending on their in-person days.
- Students on the off-day, remote (at home) learning will be expected to check into each teacher's Canvas class by 2:00pm. This check in will serve as their attendance check on their remote-learning day.
- Teachers will take attendance for students on remote learning days based upon the students having checked into their Canvas page.

Safety Plan

We are committed to the health and safety of our students, staff, and their families.

- Face coverings are required to be worn by everyone in attendance at PCHS. Face masks will be available to anyone who does not have one. Some staff may wear face shields for teaching purposes if they are more than 6 feet away from anyone. Parent/guardian(s) should note that some students may be medically exempt from the face covering requirement.
- Students and staff are encouraged to maintain physical distancing (6 feet separation) throughout the school day. To facilitate social distancing, the following measures have been taken:
 - Students will be expected to go directly to their breakfast/classrooms upon entrance to the building. Loitering will not be allowed.
 - Locker use throughout the day should be minimized. Locker assignments will be spaced to allow for distancing.
 - Excess furniture has been removed from classrooms so that desks are spaced farther apart.

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- Seating will be arranged 6 feet apart and will be facing the same direction as feasible.
 - Taped markers have been added to the floor in common areas to direct traffic and make social distancing parameters clear.
 - As much as possible, one-way traffic will be directed in hallways.
 - Frequent hand washing and hand sanitizing is key to help prevent the spread of Covid-19. Hand sanitizer will be provided by the District in each classroom, office, and other common areas. In addition, each classroom and office will be equipped with disinfectant spray and wipes.
 - All common areas will be cleaned and sanitized on a regular basis throughout the day. Bathrooms will be opened on a rotating basis to allow for cleaning.
 - Each classroom will be cleaned and disinfected daily. Staff will also be trained on how to disinfect their individual workstations.
 - Employees and students will be trained on hand hygiene, physical distancing, face covering, and symptoms of Covid-19. Students will be encouraged to bring water bottles.
 - Health Screenings
 - Only students and staff who are healthy should report for in-person learning. Students and staff with any of the following symptoms of Covid-19 should stay home.
 - Fever or chills, persistent headache, cough, loss of taste or smell
 - Shortness of breath, sore throat, excessive fatigue, nausea/vomiting
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- Sending students to school is parent certification that the student is temperature and Covid-19 symptom free.
 - Temperatures will be monitored upon building entry. Any student riding a bus should enter at the Canopy entrance, any student driver should enter either at the Pillar or CTE Entrance. Those being dropped off by a parent/guardian can enter at any of the entrances.
 - Any student with a temperature above 100.4 degrees Fahrenheit or reporting any other symptoms must immediately report/be escorted to the Nurse's Office and will be quarantined until parents can come to pick them up.
 - Staff will self-monitor their symptoms and are required to notify their supervisor immediately if they have had contact with someone who is positive for Covid-19.
 - Visitors will be extremely limited in the building. Visitors must always wear a mask and report directly to the Principal's Office to be screened prior to conducting any business. Parents are encouraged to use alternative means of communication when possible (ie. phone calls, email, video conferencing). Visitors will not have access to the building in general as to maintain physical distancing and student/staff safety.

Instruction

- Teachers will facilitate "every other day" learning.
 - All teachers will use Canvas as a portal for their course information and online learning resources. They may include a link in Canvas to other learning platforms (such as Google Classroom). However, all students completing remote learning are expected to check into each teacher's classroom Canvas page each day.
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- Students are expected to complete assigned work during their remote-learning day and are encouraged to reach out to their teachers via email with any questions they may have. Teachers will be given time at the end of each day to respond to any student questions/concerns sent to them by 2:30pm.
 - Every individual course at PCHS brings various challenges to work through. Administrators, along with Department Chairs and teachers are working through various special situations that each course may present (ie. music, PE, CTE courses, Driver's Education, etc).

Grading and Assessment

- Normal grading procedures will be followed. In our emergency remote learning in the spring, students did not always receive grades earned. This was due to the newness of the format for learning, equity issues in student support at home, and state mandates. However, as we are in a blended learning model and have had more time to prepare for the fall, there is no need to alter normal grading.
- We will not have Midterm Exams, but students will still be taking a final exam for each course. More details as to the scheduling/format of Final Exams will be communicated as we get farther into the semester.
- Students may be able to opt out of taking the final exam **ONLY** if they meet the requirements below. This "opt out" is decided by each individual course.
 - Must have at least a 70% in the course at the cut-off date.
 - No out of school suspensions during the semester
 - No skipped Saturday schools during the semester.

*Students who meet the opt-out requirements can still elect to take the final exam for any course to attempt to increase their grade.

Special Needs/Accommodations

PCHS understands the impact that Covid-19 has had on our most vulnerable student population. As a result, our special education coordinators are developing plans and procedures to address the various unique challenges the blended model creates. As a result, some students may be in attendance in-person each day.

All Virtual Learning

Two groups of students will engage in a full virtual learning experience:

- Alternative School students: Students enrolled in alternative school will conduct their learning at home, using the same online software they would at school. Their teacher will facilitate their learning through virtual means, and alternative school students are expected to engage with their online courses from 7:50am to 12:50pm, at a minimum. Attendance for the day will be determined by students' engagement with their courses.
- Students whose parent(s) elect to keep them home for the semester for health reasons will attend school remotely. Any family that chooses to enroll in the "full remote learning" option will do so for the entire grading period (semester). Families will be allowed to change to in-person learning at the end of the first semester only. A district-approved online program (APEX) will be used for learning, grading, and attendance purposes while enrolled in all remote learning. *Please note that this platform will be used for core curriculum courses and many electives that are offered at PCHS will not be available on this platform. A survey will be sent to parents regarding this need.

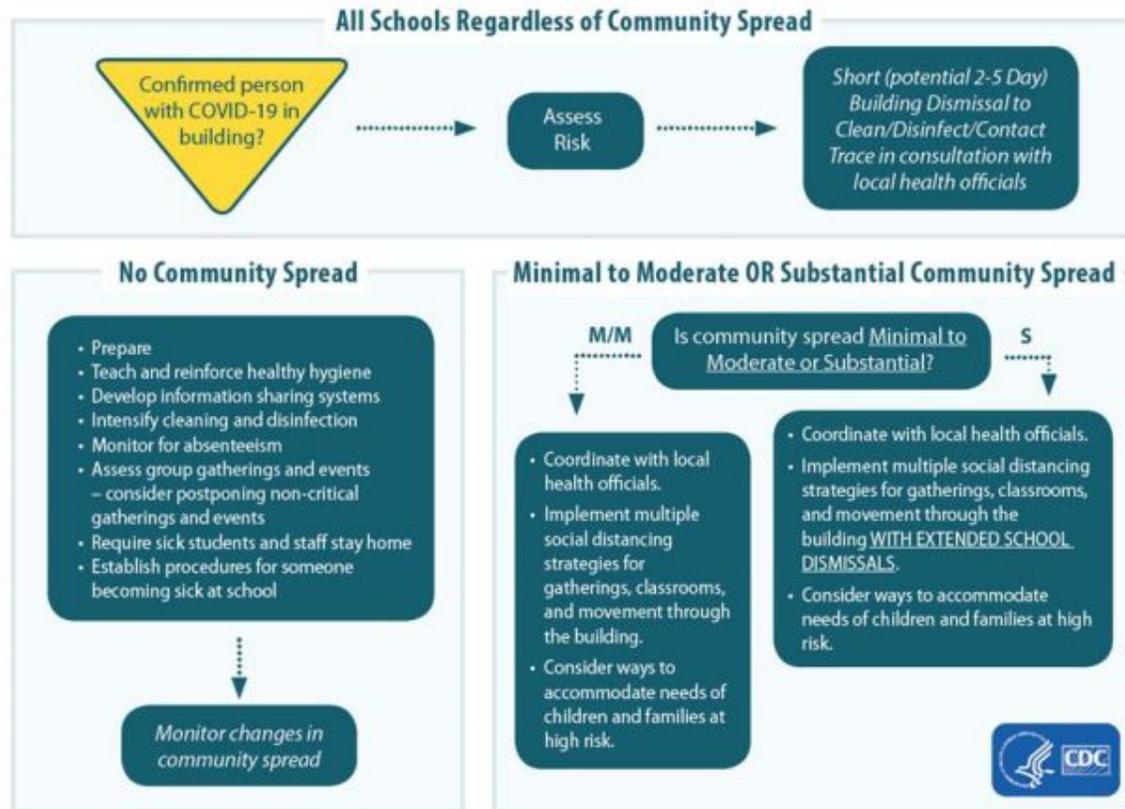
Technology

- All students will have a school-issued Chromebook for in-school as well as remote learning.
- Mobile Wi-Fi hotspots (Kajeets) are available for those without reliable Wi-Fi. They are limited to 500MB/day, which is only enough data for students to complete required assignments.
- These can be checked out from the Learning Commons.
- Any issues should be emailed to techsupport@pekinhigh.net

Closures

PCHS must be prepared for a short-term (2-5 days) or long-term closures, regardless of community spread. If this happens, the CDC recommends the following procedures regardless of the level of community spread.

School Decision Tree



- Once learning of a Covid-19 case in someone who has been in a school, PCHS will immediately notify local health officials. These officials will help administrators determine a course of action for the school and programs.
- Schools are not expected to make decisions about dismissal or canceling events on their own. PCHS along with the Tazewell County Health Department will make decisions regarding the scope and duration of school dismissals made on a case-by-case basis.
- During any school dismissal staff, students, and their families are discouraged from gathering or socializing anywhere.

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- During any school dismissal, remote learning will continue for all students each day.
 - Meals will be offered as “grab-and-go” bagged lunches from a location to be determined.

Remote Learning in the Case of Closures

In the event that PCHS is closed either short or long-term, remote learning will be utilized. Remote learning will occur each day and students will be expected to check in to their daily classes on a specific schedule. The school day will be structured to follow an altered time schedule, which will require a daily check-in between each student with each of their classes/teacher. All teachers will use Canvas as a portal for their course information and online learning resources. They may include a link in Canvas to other learning platforms (such as Google Classroom). However, all students completing remote learning are expected to check into each teacher’s classroom Canvas page each day. The schedule for students attending during Full Remote Learning:

EB	7:15 - 7:50
1	7:50 - 8:25
2	8:30 - 9:05
3	9:10 - 9:45
4	9:50 - 10:25
5	10:30 - 11:05
6	11:10 - 11:45
7	11:50 - 12:25

